



AGING AND ADULT SERVICES ADMINISTRATION
**IMPORTANT PHONE NUMBERS AND
EMERGENCY RESPONSE INFORMATION**

INSTRUCTIONS: Provider/Resident Manager completes and posts near telephone. Provider or Resident Manager makes form available to relief caregivers, residents, and visitors.

MEDICAL EMERGENCY PROCEDURES <i>(please state briefly)</i>			
PROVIDER/RESIDENT MANAGER'S NAME		TELEPHONE NUMBER	
ADDRESS	STREET	CITY	ZIP CODE
BRIEF DIRECTIONS TO HOME			
LOCATION OF FIRST AID SUPPLIES AND MANUAL			
IMPORTANT PHONE NUMBERS			
FIRE DEPARTMENT		POLICE DEPARTMENT	
PUBLIC HEALTH DEPARTMENT		LOCAL ADULT PROTECTIVE SERVICES OFFICE	
LOCAL ADULT FAMILY HOME LICENSOR		LONG TERM CARE OMBUDSMAN 1-800-562-6028	
CASE MANAGER		LOCAL OMBUDSMAN	
CASE MANAGER		OTHER	

Also have near the phone basic information on each resident such as name, birthdate, social security number, insurance or Medicaid coverage, doctor's name, name of next-of-kin or other responsible person, and important phone numbers. A card for each resident is most helpful to emergency crews.